PAYMENT SERVICES USER MANUAL

REPORTS

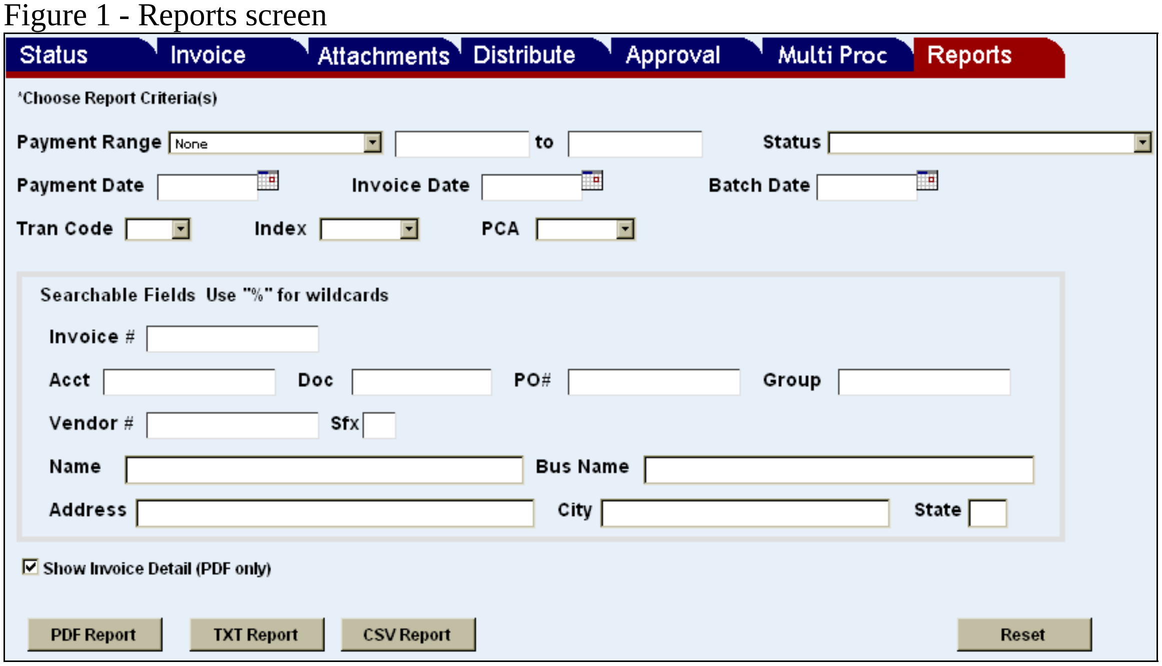
INTRODUCTION

A variety of reports can be generated in Payment Services to provide you with information about your agency's invoice transactions. Reports can be generated based upon a variety of criteria. There are two sections – a section where you can select criteria from drop-down menus and a "Searchable Fields" section where you can type criteria into fields.

GENERATING REPORTS

1. Select and/or enter the criteria for which you want to generate a report and click **PDF Report**, **TXT Report**, or **CSV Report**.
2. If desired, select **Show Invoice Detail (PDF only)** to have invoice detail appear on PDF reports.

Figure 1 - Reports screen



3. Reports are then generated and can be displayed in PDF, text, or comma separated value (CSV) format. The reports can be saved to your computer.

The criteria to search by include:

• Payment Range • Status • Payment Date • Invoice Date • Batch Date (the date transactions went to STARS) • Trans Code (transaction code) • Index • PCA	Searchable fields: (You can use the percent symbol (%) as a wildcard) • Invoice number • Account number • Document number • P.O. number • Group name • Vendor number and suffix • Vendor name/address information.

Note the following:

- The **Payment Range** is the Payment Date (not to be confused with Payment Request Date). The application will search for all invoices with a Payment Date within the defined range). If a Status is also selected, then it will search for all invoices within the Payment Date range and with the selected Status.
- The **Status** menu will only display status for existing invoices. If no invoices exist for any given status, that status will not appear on the menu. When the invoice status is updated to 'Sent to Stars’, the invoice Batch # and Batched date will also be updated. Some **Status** definitions:
  - **Released for Payment** - awaiting for the Payment Request Date then it will release to STARS
  - **Sent to STARS** - invoices that have been sent to STARS
- The transaction code (**Trans Code**), **Index**, or **PCA** will show those codes that have been used in Payment Services for your agency (it will not show all codes possible).
- In the **Searchable Fields** section, you do not have to type the complete information. For example you only have to type the first few letters of a vendor name to get a report that finds all vendors beginning with what you have typed. You can also use the percent symbol (%) as a wildcard.